

CENTRAL INTELLIGENCE AGENCY REGULATION

DRAFT:WEE

January 23, 1950

I. SUPPLY AND PROPERTY REGULATIONS:

A. Purpose: This instruction establishes for the Central Intelligence Agency uniform policies for the requisitioning, procurement and accountability of supplies, equipment and services for all activities serviced by the Administrative Staff, CIA. *put*

B. Authority: By virtue of the authority vested in me as Executive, Central Intelligence Agency by the ~~Executive~~ and Public Law 110, 81st Congress approved June 20, 1949, and in order to carry out the activities and functions provided for in Section 3 thereof, the power and authority to take the following actions are hereby delegated as follows: *put*

1. Procurement Authority and Responsibility: Under the supervision of the Chief, Administrative Staff, the Chief, Services Division is hereby authorized to enter into and execute contracts on behalf of the Government in accordance with existing laws and regulations. *put*

a. Under the supervision of the Chief, Services Division, the Chief or Assistant Chief, Supply Branch, Administrative Staff is hereby authorized to enter into and sign un-numbered contracts and purchase orders on behalf of the Government where payment is to be made in a single remittance and amount involved does not exceed \$2000.00 in accordance with existing law and regulations. *put*

b. The Chiefs or Assistant Chiefs, Supply and General Services Branches, Administrative Staff may place orders for the performance of services by the Public Buildings Administration, General Services Administration, on a reimbursable basis. *out*

c. The Chiefs or Assistant Chiefs, Supply and Reproduction Branches, Administrative Staff may place orders with the Government Printing Office for the performance of printing services on a reimbursable basis. *out*

2. Authority to Initiate Requests Resulting in Financial Obligations. (Supplies, Equipment and Services): Assistant Directors and Staff Chiefs are authorized to initiate requests for supplies, equipment and services which result in financial obligations, with the power of delegation to such additional individuals as may be necessary for good administrative *control* practices.

C. Requisitioning Supplies, Equipment and Services: The following establishes the procedure for requisitioning supplies, equipment and services and designation of employees to submit requisitions of this nature.

1. Designation of Authority to Requisitioning Officers: Pursuant ~~SECTION~~ to ~~A-B~~, paragraph 2 hereof, Assistant Directors and Staff Chiefs may delegate authority to requisition supplies, equipment and services to any commissioned officer of the Armed Forces or any

employee of GS-7 classification or higher, under ^{their} his jurisdiction. Names of employees designated as Requisitioning Officers will be filed with the Chief, Services Division. ^{Individuals} ~~Re-~~ ^{so} ~~quisitioning Officers~~ designated in accordance with this section will serve as accountable officers for all property under ^{their} his jurisdiction, and hereinafter will be referred to as Accountable Officers.

2. Classification of Supplies:

a. "Stock" items are those items for which there is a general demand throughout the agency. These items are carried in stock in the ^{CIA} warehouse and are listed in ~~the~~ catalogs, namely, "Office Supplies" and "Office Furniture and Equipment".

b. "Purchase" items are those items which must be purchased to order. Such items include those for which there is infrequent demand, those used only by particular using activities of CIA, and items requiring special control by the Services Division, Administrative Staff.

3. Procedure for Requisitioning Supplies and Service:

4. General: Requisitions will be prepared in accordance with this instruction on Form No. 36-7, "Request for Supplies, Equipment and Services" and forwarded to the Chief, Services Division, Administrative Staff.

B. "Stock Items":

1. "Expendable Property": Forward the signed original and one copy of requisition.

2. "Non-Expendable Property": Forward the signed original and two copies of requisition.

C. "Purchase Items": Forward the signed original and two copies of Form No. 36-7 to the Services Division.

D. Repairs to Typewriters, Office Machines and Furniture: Any employee may request minor repairs to office machines, typewriters, and furniture by telephoning Extension 480. Request for major repairs will be made on Form 36-7. *2007 4 2 2007*

E. Property Accountability: Employees designated as Requisitioning Officers by SECTION ~~II-C~~ ^{III-C}, paragraph 1 ~~hereof~~ ^{above}, are hereby appointed Accountable Officers for all property under their jurisdiction. Accountable Officers will designate individuals as responsible officers according to the organizational structure or location of the activity. Responsible Officers will be held responsible for the proper use, protection, and movement of any government property which may come into his custody or control. ² Listed below is the prescribed manner in which property records will be established by Accountable and Responsible Officers.

a. A property record account will be established for each designated accountable officer and an account number will be assigned to each account by the Chief, Services Division.

b. The face of Form No. 36-14 "Stock Control Card" will indicate

by item, total accountability for property under his control.' The reverse side of Form No. 36-14 known as the "Accounts Control" will be used to record issues to responsible officers within his organization.

C. Accountable Officers will maintain a permanent file of credit and debit vouchers to support ~~the~~ transactions in ~~his~~ ^{their} property account.

^{A. Each} Accountable Officer will maintain in the voucher file a roster of Responsible Officers under his control, listing the sub-account number and the offices or activity for which ~~he~~ ^{each} is responsible.

D. When an Accountable Officer authorizes the issue of small portable items, such as brief cases, pen sets, etc., he will prepare Form No. ~~36-14~~ ^{Revised} "Property Issue Record" and have the employee sign the form as having received the property. When the property is returned, the Accountable Officer may issue a receipt, if requested, in memorandum to the employee. Accountable Officers are responsible for granting property clearance on all employees under ~~his~~ ^{their} jurisdiction, who are transferred within the organization and/or separated from the Agency as prescribed in current regulations.

^{E.} "Reports of Inventory Adjustments", Form No. 36-16, will be prepared in triplicate and forwarded to the Chief, Services Division. The use of such reports will be confined to rectifying errors re-

sulting from incorrect nomenclature, clerical or typographical errors, and assuming accountability for property previously unaccounted for.

g "Survey Report" Form No. 36-18, will be prepared in triplicate and forwarded to the Chief, Services Division in the event property is lost, destroyed, damaged or stolen.

L "Transfer of Property Accountability" will be effected after audit of the records and a complete physical inventory has been made. A memorandum certificate will be executed by the outgoing and incoming accountable officer transferring accountability.

L "Audit and Inventory of Property Accounts". The Audit Group will conduct audits and inventories of property accounts as directed by the Chief, Services Division.

E Property Utilization: In order to obtain maximum economical use of non-expendable equipment, there is hereby established a property utilization program to be administered as set forth herein.

A Numerical limitations of all common-use items (Class A, B, and C) will be established by agreement between Administrative Officers of each office and staff section and the Chief, Services Division, in accordance with ^{*Tables of Organization*} ~~approval~~ authorized by the Executive. (~~For this purpose, the attached recommended standards of issue will be followed with respect to all common-use items by Administrative and Accountable Officers, and no distribution of property now in use in each CIA~~)

DELETE

DELETE

~~activity will be accomplished in order to be within these recommended standards.~~ Numerical limitations for common-use items may be increased or decreased by mutual agreement between the Administrative Officer^{of the} and the Chief, Services Division, Administrative Staff. Issues in excess of numerical limitations as agreed upon will not be made by the Supply Branch, Services Division.

2. Administrative and Accountable Officers will take such action as is necessary to accomplish maximum and proper use of all equipment and to requisition suitable equipment to fill specific needs.

3. The Audit Group, Services Division, Administrative Staff, will review the use of equipment as a part of periodic audits which will be performed on accountability records as now established. (~~THE~~

~~recommendations of representatives of the Audit Group, Services Division, will be complied with in all instances where the recommendations for common use items, as well as special requirements~~

DELETE

~~Equipment~~ Equipment excess to the needs of CIA activities will be reported as excess to ^{the} Supply Branch, Services Division by the use of ^{OR TRANSFER} a Property Turn-In Slip, Form No. 36-24, for re-issue to other CIA activities.

4. Pursuant to the above, the following policy is established as a general guide for the allocation of office equipment and furnishings to the various offices of CIA.

CLASS "A" EQUIPMENT

Offices of the Director and Deputy Director

Offices of Assistant Directors and their Deputies
Offices of CIA Staff Chiefs and their Deputies

CLASS "B" EQUIPMENT

Offices of Division Chiefs
Offices of Chiefs of organizational units equivalent to
a Division.

CLASS "C" EQUIPMENT

All other offices

Property Disposal:

1. Excess Property: Property which is excess to the needs of any using activity will be returned to stock by forwarding to the Chief, Services Division original and two copies of Form No. 36-24, "Property Turn-In", stating the location and date the property may be picked up.
2. Survey Boards: A Property Survey Board composed of members as listed below is hereby constituted to act on all matters pertaining to loss, damage, destruction, theft, or for the disposition of public property for which CIA is responsible:

Deputy ^{Chief} of I & SS	Chairman
Chief, Inspection Branch ^{Div.} I & SS	Member
Asst. General Counsel	Member and Legal Advisor
Chief, Services Division ^{SS}	Member and Recorder
Chief, Property Auditor, Services Division (over)	Member and Alternate recorder

Three members will ^{be} considered a quorum. The Chief, Services Division

will supply such administrative, technical and clerical assistance as may be required by the Board.

1. The Property Survey Board will:

- a. Determine the pecuniary liability or relief from accountability or responsibility of any individual for loss, damage, destruction or theft or other disposition of public property for which CIA is responsible, where the total monetary value involved is \$1000.00 or less.
- b. Designate any qualified individual to act for it in appropriate cases in determining relief from accountability or responsibility for damage to, or shortage of, CIA property where there is no evidence of fault or neglect on the part of the individuals concerned and where the estimated damage is not in excess of \$100.00.
- c. Direct disposition or destruction of unserviceable, obsolete or surplus property in the custody of CIA. The Board may designate any qualified individual to act for it in appropriate cases under this authorization.
- d. Recommend action to the Executive in connection with paragraph 2a above, where the monetary value involved is in excess of \$1000.00, who will take final action or recommend action to the Director in his discretion.
- e. Require such initial Survey Reports, and presentation of

evidence either in person or in writing, as may be considered necessary to arrive at appropriate conclusions and determinations.

f. Maintain adequate records of its actions.

4. The Board and the Executive are charged with the responsibility of informing the Director of any unusual circumstances or matters which should be brought to his personal knowledge in connection with these instructions. Board reports under this paragraph will be routed through the Executive.

5. Individuals against whom pecuniary responsibility is established under the provisions of these instructions may appeal, in writing, to the Director, within thirty (30) days after receipt of notification of such liability.

6. Removal of Government Property From CIA Buildings: A properly authenticated property pass Form BM-68 is required before government property can be removed from CIA buildings. Property Accountable Officers and other designated ~~representatives~~ ^{employees} of the Services Division are authorized to issue property passes. The Chief, Services Division will file with the Captain of the Guard Force a list of all personnel ^{through Physical Security} authorized to issue property passes. *It's*

7. Field Procurement:

25X1A6a

1. In order to facilitate procurement of office supplies and minor office equipment for field offices OFFICE OF OPERATIONS

25X1A8a

25X1A6a

25X1A7b

25X1A6a

Approved For Release 2000/08/21 : CIA-RDP54-00177A000200040030-5

Next 2 Page(s) In Document Exempt

Approved For Release 2000/08/21 : CIA-RDP54-00177A000200040030-5

IV
TRANSPORTATION BRANCH

A. Responsibility of 2 B. S. S. Service Division, A. S. S.

The Transportation Branch will be responsible for performing the following functions with respect to travel of personnel on official business; movement of household goods and dependents when travel is in connection with a change of official station; the shipment of supplies and equipment, and the operation of a motor pool consisting of passenger carrying vehicles and trucks.

1. Transportation of Employees:

(a) Upon receipt of approved copy of Request for Travel order, Form 34-5, (see Administrative Instruction No. 30-1), the Transportation Branch will contact the traveler by telephone to ascertain date of departure, mode of travel to be utilized and length of time required at stopover points in order that necessary reservations may be made and Transportation Requests prepared. Where travel overseas is involved arrangements are made for procuring passports, physical examinations, immunizations when required and the procuring of Theater Commander's approval, the issuance of identification card and special travel orders when travel is to an occupied zone, as well as arrange for briefing and security clearance within 48 hours prior to employees departure for overseas.

(b) In order to insure the proper immunization of overseas appointees and their dependents, and to safeguard the security requirements of the Agency, it is the policy to effect all possible immunizations of both employees and their dependents in the Medical Division, Administrative Staff.

(c) These immunizations will be given by the Medical Staff during overseas processing or training for all employees and their dependents who report to the Washington office prior to departure for overseas station. For those employees and their dependents who do not report to Washington prior to such travel, it will be incumbent upon the Assistant Director or Staff Chief concerned to insure that all medical requirements as prescribed by the CIA Surgeon are met prior to final clearance for departure overseas.

(d) In those cases where private physicians must be utilized, the employee may be reimbursed for the cost of his immunization, ~~however, reimbursement for cost of immunization of dependents is not authorized.~~ (See Administrative Instruction No. 70-1)

(e) The Transportation Branch will arrange all reservations and issue the necessary Transportation Requests to cover the travel. In order to provide transportation via the most economical route(s) and take advantage of minimum costing accommodations for both rail and ocean travel, requests for space must be placed as far as possible in advance of the travel date.

and that of his dependents.

2. Household Goods and/or Personal Effects:

(a) Existing legislation authorizes the payment of transportation expenses and other expenses incident thereto for the movement of household goods and personal effects in connection with change of official station within certain weight limitations.

(b) For movement between [REDACTED]

25X1A6a

25X1A6a

[REDACTED], Public Law 600 - 79th. Congress, provides that transportation expenses for shipment of household goods and/or personal effects will be on a commuted basis at rates per one hundred pounds as fixed by zones, therefore all arrangements for such shipments, including packing, crating, drayage, etc., must be made by the employee and reimbursement claimed through regular channels.

(c) In connection with the shipment of household goods and personal effects to overseas destinations, requests for such shipments must be routed through Administrative offices to the Transportation Branch including therein the following information:

Name
Title and Branch
Present Official Station
New Official Station
Location of Effects (street address)
Person to be Contacted at That Address
Estimated Weight of Shipment
Approximate Date Goods to be Picked Up

The Transportation Branch will make all arrangements to have the household goods and personal effects picked up from the employee's home, packed, crated and otherwise prepared for export shipment and upon completion of the packing and crating will arrange for the shipment to the overseas destination.

3. Dependents:

(a) The Transportation Branch must be advised promptly if arrangements are to be made for the transportation of dependents. Complete information should be furnished showing names, relationship and in the case of minor children, their sex and age.

(b) Immunizations for dependents must be completed in accordance with paragraph 1 (b).

(c) The Transportation Branch will perform the same services as is rendered to the employee and assist the dependents in every way possible whether they travel with the employee or depart at a later date.

4. Shipment of Supplies and Equipment:

(a) Upon receipt of Form 36-4, Request for Overseas Shipment of Cargo, the Transportation Branch will assign a cargo number to the shipment for future reference, and advise the Supply Branch as to the cargo number assigned. Upon receipt of advice from the Supply Branch that the cargo is packed and ready for shipment the Transportation Branch will request shipping space through the U.S. Despatch Agent and upon confirmation of such space will arrange for delivery of the cargo to the port of embarkation.

5. Motor Transportation:

(a) The Transportation Branch maintains a central motor pool comprised of passenger carrying vehicles, including busses, and various types of trucks and trailers. Passenger cars are operated to meet transportation needs which cannot be secured by the use of scheduled shuttle service. Transportation other than by shuttle service may be requested from the Dispatcher, Extension 684 or 2284, explaining why shuttle service cannot be utilized.

(b) Assignment of passenger-carrying vehicles to individuals and activities will be made only upon the written request of an Assistant Director or Staff Chief, approved by the Executive. It is the policy of the Director to keep such assignments to an absolute minimum, and to utilize the shuttle and motor pool service to the maximum possible degree.

(c) 1. Except as otherwise specifically authorized in writing by the Executive, no employee of CIA stationed in Washington will be permitted to operate CIA motor vehicles without a properly certified CIA driver's license. Authority for issuing CIA licenses is vested in the Chief, Services Division, Administrative Staff, after appropriate certification by the Testing and Standards Branch, Personnel Division, and the Medical Division, Administrative Staff. Requests for drivers' licenses should be made in writing by the Office or Staff Section concerned, to the ~~Chief, Administrative Staff~~ *Chief, Services Div.*, indicating necessity.

2. CIA employees authorized to operate CIA vehicles in localities sufficiently distant from Washington so that CIA testing is impractical must meet the ~~driver's~~ *local* requirements of their localities. Chiefs of field stations are responsible for insuring compliance with this directive.

(d) All assigned and pool chauffeurs are supervised by the Chief, Transportation Branch, Services Division, Administrative Staff, for administrative purposes, including working hours, overtime and replacement of assigned chauffeurs due to absences or terminations.

(e) 1. Except as specified in 2. below, pool chauffeurs will not wait for passengers longer than 15 minutes, unless prior arrangements have been made with the Dispatcher.

2. Assistant Directors and Staff Chiefs and their deputies, when using motor pool cars, are authorized to have such cars wait for them at destinations regardless of the time involved, or to return for them, at a given time. These officials should inform the Dispatcher whether the car should wait or return in order that chauffeurs may receive proper instructions from their Supervisor.

(f) Chauffeurs who perform overtime work will report the hours worked, together with the signature of the person for whom the driving was performed as a basis for overtime payments. Prior verbal approval for overtime driving should be obtained, if practicable, from the Chief, Transportation Branch, Services Division, Administrative Staff.

(g) Chauffeurs are personally responsible in the event of traffic violations. Chauffeurs will not be ordered to violate traffic regulations.

(h) Except as otherwise authorized in writing by the Executive, all CIA vehicles located in Washington will be returned at the end of each day to the CIA Garage at [REDACTED] (JF/god)

(i) 1. Government motor vehicles are to be used by personnel of this Agency ~~only~~ for strictly official purposes. *only.*

2. Public Law 600 requires the suspension or dismissal of any employee who uses or is found responsible for the use of a Government-owned vehicle for other than official purposes.

3. The Chief, Administrative Staff, will make periodic checks of dispatch records, and will discuss with Assistant Directors and Staff Chiefs any apparent violations of this paragraph. When considered necessary he will report apparent violations to the Executive for further action, including statement of previous discussions with officials concerned.

(j) In order that the Transportation Branch may maintain proper records and insure that all Agency vehicles are serviced at regular intervals a "Monthly Maintenance Report-Motor Vehicles", Form 38-60, will be submitted on all vehicles in the field within the Continental limits ~~which are not serviced at the [REDACTED]~~ 25X1A6a Form 38-60 should be submitted to the Transportation Branch through the Administrative officer of the office to which the vehicle is assigned.

(k) Trucks and trailers are operated for the delivery of supplies and equipment to the various Agency offices in the Washington area and for ~~the delivery of cargo shipments to the various ports for further handling via ocean transportation to overseas destinations.~~ 25X1A6a *such other local and long distance hauling as necessary.*

(l) A completely equipped garage is maintained at [REDACTED] for the storage, repair and maintenance of all Agency vehicles located in the Washington area.

25X1A6a

25X1A6a

(h) A completely equipped garage is maintained at [REDACTED] for the storage, repair and maintenance of all Agency vehicles located in the Washington area. Except as otherwise authorized in writing by the Executive, all CIA vehicles located in Washington will be returned at the end of each day to the garage. Those vehicles which are not garaged at [REDACTED] must be brought in at regular stated intervals to receive servicing, maintenance, etc.

25X1A6a

25X1A6a